

GIS Coordinator

2006

The Hancock County Surveyor's Office is seeking a person for the position of GIS Coordinator. The information below provides a sample of the intent of the position. If you have an interest in this position, please provide an updated resume to the Hancock County Surveyor, 111 S. American Legion Pl., Suite 171, Greenfield, IN 46140 or via email at surveyor@hancockcoingov.org. Our present GIS may be viewed at www.hancockcoingov.org – GIS Mapping link.

1. Technical Knowledge
 - A. Microsoft Office
 - i. Word
 - ii. Excel
 - iii. Access
 - iv. Outlook
 - v. PowerPoint
 - B. ESRI
 - i. ArcView
 - ii. ArcEditor
 - iii. Arc Info
 - iv. Analytical Extensions
 - C. Autodesk
 - i. Digital file importation - .dwg, .dxf,
 - D. Microstation
 - i. Digital file importation - .dgn
 - E. Digital File Management
 - i. File Transfer
 - a. Between programs
 - b. Between computers
 - c. Via Internet
2. Marketing – “Sell, Sell, Sell”
 - A. Existing Users – Know existing GIS product and improve usage of present system within:
 - i. County Departments
 - ii. Municipals
 - iii. Utilities
 - iv. Business
 - v. Public

- B. Potential Users – Learn needs and provide solutions to: *(This will require time at each unit to understand processes, personnel, existing data collected and the data's intended use, existing software. Work time schedule may vary to be able to observe and understand each unit's needs. The goal is to meet the specific needs of that unit.)*
- i. County Departments
 - ii. Municipals
 - iii. Utilities
 - iv. Business
 - v. Public
- C. Funding Agencies – Provide demonstrations, explanations, and usages of GIS
- i. County Council
 - ii. County Commissioners
3. Trainer – Provide and schedule training for: *(This does not imply that the coordinator will always be the trainer.)*
- A. Hancock County Employees
 - B. Municipal Employees
 - C. Utility Employees
 - D. Non-Governmental Users
4. Coordinator
- A. Aid in the sharing of...between county departments, municipals, utilities, etc.
 - i. Data
 - ii. Personnel
 - iii. Equipment
5. Leader, Motivator, Point Person for GIS
- A. Extrovert
 - B. One who gains satisfaction from others comprehending and utilizing an idea or product
 - C. Goal achiever
 - D. Self-starter
 - E. One who sees the “big” picture
 - F. Encourager
 - G. GIS “Ambassador”
 - H. “One who makes lemonade when handed a lemon”
6. Minimum Qualifications
- A. 4 year college level training – or equivalent work experience
 - B. Valid driver's license
 - C. Very legible penmanship

- D. Good personal hygiene
- E. Willing and able to work outdoors – work may include erosion inspection in muddy conditions, data collection of tile outlets in streams, excavation for section corners in road right-of-ways using jackhammer, data collection in hot or cold environments. (Management warns candidate that work will occasionally include proximity and/or contact with poison ivy/oak. Serious respiratory conditions [asthma, allergies, etc.] are detrimental to outdoor work.)

Salary Range \$30,000 - \$33,000 (Based on Experience & Education)